

NEHA RAWAT

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OBJECTIVE

A dedicated Process Associate with 2 years of professional experience, knowledge of finance reporting, and working knowledge of US and UK accounting software. Eager to transition into the AML RightSource Associate Analyst role, leveraging skills in process optimization, data analysis, and strong communication to support financial crime compliance, transaction monitoring, and risk assessment.

EXPERIENCE

Iota Analytics

20-03-2023 – 17-04-2025

Finance & Accounting - Process Associate

- Maintaining Accounts Receivables on recurring basis
- Maintaining accurate and timely submission of invoices through E-mail as per client instructions
- Assist in creating accruals and addendums
- Creation of LEDES and Invoices on monthly basis
- Preparing Weekly, Mid- Month and Month- end reports for billing
- Preparing Budgeting and Revenue Reports
- Exposure to US legal IT tools
- Creating and updating client information in Salesforce

Eclerx Services Limited

12-08-2021 - 27-05-2022

Analyst

- Coordinate communication, track and follow up requests with customers via chat process
- Processed customer data and maintained records while adhering to company compliance standards
- Handled confidential and sensitive information while ensuring data privacy and security.
- Managed chat flow with up to 3 consecutive chats in queue
- Researched, calmed and rapidly resolved client conflicts regarding technical and billing to prevent loss of business.

EDUCATION

• Manipal University, Jaipur

MBA in Finance

July 2023- July 2025

• MCM DAV College for Women, Chandigarh

B. Com honours

2018-2021

• Govt. Model Senior Secondary School, MHC, Manimajra Chandigarh

HSC

2016-2018

• Manav Mangal School, Panchkula, Haryana

SSC

Till 2016

SKILLS

Technical Skills

- MS Office (MS Word/Excel/PowerPoint)
- Process optimization & data management
- QuickBase
- Salesforce
- Microsoft Dynamics 365
- PowerBI
- Proficient in relevant US Accounting software like Counsel Go, Collaborati, Ariba (SAP), TyMetrix 360°, Wolters Kluwer and many more.

Soft skills

- Communication with clients
- Assisted in Training and mentoring the new employees.
- Exceptional analytical and problem-solving skills
- Time management and flexibility
- Ability to work in pressure and team

ACHIEVEMENTS & AWARDS

- Awarded with 'Going over and Beyond' for delivering a significant win for our client
- Took charge of streamlining new project for the client by putting in extra hours
- Provided training to new teammates

CERTIFICATION

- Financial Statement Analysis from INTUIT

INTERESTS

- Dancing
- Cooking
- Badminton
- Participating in social activities

ACTIVITIES

Rotaract Club Chandigarh Himalayan

2019-2021

- Team leader
- Event head of kids Olympic
- Committee Sub-head for Dance team
- Member of Public Relations Committee

Sarvani NGO

2018- 2019

- Core member of Management Committee where we organised and managed open mics, cultural events and educational workshops to gather funds for unprivileged children

Event coordinator - Holi Xscape

March 2020